

Reminder: Upcoming Oral History Interviews

Dear [Recipient's Name],

This is a friendly reminder about your upcoming oral history interview scheduled for [Date] at [Time]. We are excited to hear your valuable experiences and insights regarding your faith journey.

Please arrive [mention any specifics, e.g., "10 minutes early" or "with any materials you wish to share"]. The interview will be held at [Location/Platform if virtual].

If you have any questions or need to reschedule, feel free to contact me at [Your Contact Information].

Thank you for your participation and contribution to this important project!

Best regards,

[Your Name]

[Your Title]

[Your Organization]